

INSTRUCTIONS

Beginning January 1, 1997, government entities must annually obtain from their brokers certain representations regarding future investments. Minn. Stat. § 118A.04, Subd. 9 requires government entities to provide each broker with information regarding the government entity's investment restrictions. Prior to conducting any business with or for the government entity, the broker must acknowledge these investment restrictions and agree to conduct investment transactions in accordance with them. The state auditor has promulgated this uniform notification form to assist government entities in complying with this law.

“Broker” as used in this form is a broker-dealer, broker, or agent of a government entity, who transfers, purchases, sells, or obtains securities for, or on behalf of, a government entity.

Send this form to each broker with whom you conduct business annually. Follow these steps:

- 1. Fill in the information requested in Section I that is known to you.**
- 2. Fill in section II and III (if applicable) and attach copies of your investment policy and any government board resolutions that restrict your investments.**
- 3. Send the form to your broker with instructions to fill in any blanks, sign and return to you.**
- 4. Keep a copy of the completed form in your files.**

NOTE: should you change your investment policy or should your governing body adopt any resolutions effecting future investments, your broker should be notified of the change. To avoid confusion, your broker should receive written notification, and copies of such correspondence should be kept on file with this form.

**NOTIFICATION TO BROKER AND CERTIFICATION BY BROKER
PURSUANT TO MINN. STAT § 118A.04**

I. Broker Information

1. Name of firm: _____

2. Address

Local: _____

National: _____

3. Telephone number: _____ - _____ - _____ Local _____ - _____ - _____ National


4. Primary representative/manager/partner in charge:

Name: _____ Title: _____

Phone: _____ - _____ - _____ ext: _____

II. Statement of Investment Restrictions:

To: _____ (name of broker), The City of Saint Paul (name of government entity)
is only authorized to invest in those investments complying with the requirements of Minnesota Statutes
118A.04, 118A.05, 118.06 and 118A.07.



(signed by official of local government)


11/20/08
(date)

III. Statement of Additional Investment Restrictions: (fill in if applicable)

Further be advised that City of Saint Paul (name of government entity) restricts its
investments as provided:

☒ in the City of Saint Paul Investment Policy

☐ in the attached resolution[s] of the governing body.



(signed by official of local government)

11/20/08
(date)

IV. Certification

We agree to conduct your investment transactions in accordance with the Minnesota
Statutes 118A.04, 118A.05, 118A.06 and 118A.07 and the provisions of any Additional
Restrictions set forth in Section III above.

(signed by authorized representative or broker)

_____/_____/_____
(date)

Effective January 1, 1997, prior to completing an initial transaction with a broker, and annually thereafter, this form must
be completed. See instructions.